

ROUTING SLIP

TO:

| | | ACTION | INFO | DATE | INITIAL |
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| 1 | DCI | | | | |
| 2 | DDCI | | | | |
| 3 | EXDIR | | | | |
| 4 | D/ICS | | | | |
| 5 | DDI | | | | |
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| 7 | DDO | | | | |
| 8 | DDS&T | | | | |
| 9 | Chm/NIC | | | | |
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| 11 | IG | | | | |
| 12 | Compt | | | | |
| 13 | D/OCA | | | | |
| 14 | D/PAO | | | | |
| 15 | D/PERS | | | | |
| 16 | D/Ex Staff | | | | |
| 17 | D/LDA/DI | | X | | |
| 18 | D/NESA/DI | | X | | |
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SUSPENSE

Date

Remarks

STAT

Executive Secretary

19 Feb '88

Date

3637 (10-81)



United States Department of State

Washington, D.C. 20520

February 18, 1988

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MEMORANDUM TO:

| | | |
|----------|---|--------------------|
| D | - | Mr. Whitehead |
| P | - | Mr. Armacost |
| E | - | Mr. Wallis |
| T | - | Mr. Derwinski |
| M | - | Mr. Spiers |
| C | - | Mr. Kampelman |
| A | - | Mr. Faulk, Acting |
| A/OPR/LS | - | Mr. Obst |
| AF | - | Mr. Crocker |
| ARA | - | Mr. Abrams |
| CA | - | Ms. Clark |
| EAP | - | Mr. Sigur |
| EB | - | Mr. Larson, Acting |
| EUR | - | Ms. Ridgway |
| H | - | Mr. Fox |
| HA | - | Mr. Schifter |
| INM | - | Ms. Wroblewski |
| INR | - | Mr. Abramowitz |
| INR/B | - | Ms. Thompson |
| IO | - | Mr. Smith, Acting |
| L | - | Mr. Sofaer |
| NEA | - | Mr. Murphy |
| OES | - | Mr. Smith, Acting |
| PA | - | Mr. Redman |
| PM | - | Mr. Holmes |
| RP | - | Mr. Moore |
| S/CPR | - | Mrs. Roosevelt |
| S/NP | - | Mr. Kennedy |
| S/P | - | Mr. Solomon |
| S/CT | - | Mr. Bremer |
| AID | - | Ms. Hageboeck |
| CIA | - | |
| USIA | - | Mr. Taylor |

Executive Registry

88-0665X

STAT

SUBJECT: The Secretary's Trip to the Middle East,
February 24 - March 1, 1988

COORDINATOR: Philip C. Wilcox, NEA, Room 6244,
647-7170

DEPUTY COORDINATOR: John Holzman, NEA/IAI, Room 6247,
647-3672

S/S-S ACTION OFFICER: Robyn Hinson-Jones, Room 7241, 647-8349

DCI
EXEG
REG

This memorandum assigns responsibilities for the preparation of briefing materials for use by the Secretary during his trip to the Middle East on February 24 - March 1. Bureaus wishing to suggest additions or changes to this tasker should contact the S/S-S Action Officer as soon as possible.

L-249-11

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- 2 -

I. BRIEFING MATERIALS FOR THE SECRETARY: The following briefing materials should be prepared for use by the Secretary:

A. Briefing Outlines and Talking Points

NEA should prepare a briefing outline with talking points for the Secretary's use during each meeting he will have during the trip. Talking points should be attached on separate pages in the format attached. These memos are due in S/S-S, cleared by P and other appropriate bureaus, by Noon February 22.

B. Background Materials:

Fact Sheets: The following one-page fact sheets should be prepared according to the attached format and cleared appropriately. They should be delivered to the NEA Coordinator no later than COB February 19.

| <u>TOPIC</u> | <u>DRAFT</u> | <u>CLEAR</u> |
|---|--------------|--------------|
| BILATERAL ISSUES: Israel | | |
| (1) Internal politics | NEA | P |
| (2) Situation in the Occupied Territories | NEA | P |
| (3) Palestinian politics and attitudes toward the peace process | NEA | |
| BILATERAL ISSUES: Egypt | | |
| (1) Egypt-Israeli relations | NEA | P |
| (2) Taba | NEA | P, L |
| (3) Egypt-Arab State relations | NEA | P |
| (4) Economic and Assistance issues | NEA | EB, AID |

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- 3 -

BILATERAL ISSUES: Jordan

- | | | |
|---|-----|-----|
| (1) Jordan and the occupied territories: impact of recent situation in Jordan | NEA | P |
| (2) Jordan-Arab Relations | NEA | P |
| (3) Maqarin Dam | NEA | AID |
| (4) Aid for West Bank (\$23 million) and overall aid | NEA | AID |

BILATERAL ISSUES: Syria

- | | | |
|------------------------------|-----|---------|
| (1) Syrian Internal Politics | NEA | P |
| (2) Syria and Lebanon | NEA | P |
| (3) Syria and terrorism | NEA | P, S/CT |

C. Economic Data Sheet: NEA should prepare an economic data sheet (sample attached) for each stop. It is due in S/S-S by February 19.

D. Scenarios/Schedules: NEA should prepare a schedule which shows meetings and public events at each stop. This paper is due in S/S-S by February 19.

E. Interpreter Requirements: Language Services (A/OPR/LS) should prepare a memo on whether interpreters will be needed for any of the Secretary's meetings. If interpreters are required, please provide details on how one will be provided. This memo, cleared by NEA, is due in S/S-S by February 19.

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- 4 -

III. PUBLIC STATEMENTS

NEA should prepare drafts of public statements and remarks expected to be made by the Secretary during the trip. This includes any public statements specific to the meetings. There should also be public statements for the Secretary's arrivals and departures. All public statements should be cleared with PA and S/P. Cleared drafts (double-spaced) should be attached to an Information Memorandum from the Regional Assistant Secretary to the Secretary and are due in S/S-S by Noon February 22.

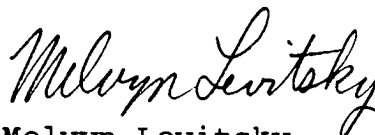
IV. BIOGRAPHIC MATERIAL

S/S-S will request appropriate biographic material. By February 17, NEA should provide the S/S-S Action Officer with a list of names of officials and their wives the Secretary is expected to meet.

V. THANK YOU LETTERS

NEA should draft substantive thank you letters which the Secretary should send to his foreign hosts/counterparts after each stop. These draft letters are due in S/S-S COB February 22.

PLEASE NOTE: S/S-S requires the original, three copies and the Wang diskette for all papers. Drafting and clearing information should appear on a separate page. All papers for the trip should be delivered to the S/S-S Action Officer through the NEA Coordinator. They should not be logged in with S/S-I.


Melvyn Levitsky
Executive Secretary

Attachments:

1. Sample Talking Points
2. Sample Fact Sheet.
3. Sample Economic Data Sheet.

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